

## **POSITION ANNOUNCEMENT**

### **CENTRAL PUGET SOUND GROWTH MANAGEMENT HEARINGS BOARD**

#### **Administrative Officer**

##### **Background**

The Growth Management Hearings Board is a quasi-judicial state agency consisting of three full-time Board Members and one Administrative Officer. The Governor appoints Board members for staggered six-year terms. The Board hears and decides challenges to local government compliance with the state's Growth Management Act, SEPA and the Shorelines Management Act as they relate to comprehensive plans and development regulations. This position supports three Board members and reports to the Administrative Chair.

##### **Role**

The Administrative Officer supports the Board Members in accomplishing the work of the Board. The Administrative Officer handles a wide variety of tasks, ranging from office management and budget preparation to word processing and filing. A close working relationship with each Board Member is imperative, particularly since one of the Board Members works off-site and relies upon the Administrative Officer to ensure that their work is promptly and professionally handled. A creative and cooperative approach to meeting the work needs of Board Members is, therefore, essential. In addition, the Administrative Officer is responsible for direct contact with the public and parties on behalf of the Board to help avoid potential problems with inappropriate *ex parte* communication, and must work closely with Board Members to ensure that the information provided is accurate and within legal limitations.

Within parameters set by the Board, the Administrative Officer is responsible for office management and for operation on a daily basis while maintaining full confidentiality for the Board. Independent judgment and decision-making skills are used to determine the most effective and efficient use of State resources (e.g., time, energy, and money). The Administrative Officer supports the Board Administrative Chair's liaison role with the Governor's staff, the Legislature, and other state agencies; serves as the agency's administrative hearings board clerk (comparable to a clerk of the court), including editing and publishing all correspondence and Orders issued by the Board; acts as office manager and administrative support, including procurement and maintenance of office equipment systems, execution of state contracts, budget preparation and accounting and agency reporting.

Whenever the Board is able to obtain office services assistance, this position supervises any part-time Office Assistant, providing leadership, guidance, training, and evaluation.

##### **Desirable Qualifications**

The successful candidate will have at least three years experience as an administrative assistant or office manager, including:

- Project management experience; e.g. multi-tasking, meeting deadlines, prioritizing work.
- Knowledge of office management systems including procurement, operating, inventory, and maintenance of office equipment and supplies.
- Full proficiency in Microsoft Word, Microsoft Excel, Outlook, budget management systems, and website maintenance.
- Excellent professional interaction, communication, and customer service skills.

- Ability to work both independently and with others.
- Very strong typing skills.
- Ability to conduct basic legal research using available resources.
- Basic knowledge of legal principles and legal office operations.
- Ability to conduct an analysis of facts and effectively report on findings.
- Experience coordinating complex schedules.
- Experience working with an adjudication board, governing board, or board of directors.
- Experience making travel arrangements.
- Knowledge of the fundamentals of budgeting and accounting principles.
- Ability to operate an office with a minimum of supervision.
- Ability to use discretion and tact in dealing with attorneys, *pro se* petitioners, local officials, and the general public.
- Ability to maintain Board confidentiality.
- Ability to anticipate problems and challenges.
- Ability to observe and operate within strict deadlines.
- Ability to analyze problems and develop effective solutions.

### **Exempt Status**

This position is exempt from coverage under the State of Washington Civil Service law.

### **Compensation**

The position is salaried and as such, may require occasional overtime for certain projects. Salary range is \$40,000 to \$46,000 yearly, depending upon qualifications. The Board offers a benefit package including a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life and long-term disability insurance coverage.

### **Application Procedure/Process**

Interested candidates who meet the qualifications may apply by submitting a letter of interest and résumé by **5:00 p.m. on December 8, 2004** to [central@cps.gmhb.wa.gov](mailto:central@cps.gmhb.wa.gov).

Candidates will be notified by e-mail after the final selection has been made.